

**Minutes of the Waukegan Park District
Meeting of the Board of Commissioners
April 11, 2013**

The Board of Commissioners of the Waukegan Park District met in a regular meeting on April 11, 2013 in the Rose Administrative Center, 2000 Belvidere Street, Waukegan, Illinois.

I. Call to Order

The meeting was called to order at 4:00 p.m. by President Sarocka who directed a call of the roll.

II. Roll Call

Present: Commissioners Duffy, Foley, and President Sarocka. Absent: Commissioners Motley and Kilkelly. Also present was Executive Director Greg Petry and Board Attorney/Secretary Charles Smith.

III. Consent Items

- A. Minutes
 - March 12, 2013 (Board of Commissioners Meeting)
 - March 26, 2013 (Committee of the Whole Meeting)
- B. Bills
- C. Payroll
- D. Financial Statements
- E. Agreements
 - Employee Severance Agreement and General Release
- F. Authorization to Receive Bids/Quotes
 - Parks Department
 - Dog Agility Outdoor Playground Equipment

Motion by Commissioner Duffy seconded by Commissioner Foley, to approve the consent items and pay the bills as presented. Roll call to the motion: Ayes: Duffy, Foley, Sarocka. Nays: None. Absent: Motley, Kilkelly. Motion carried unanimously.

IV. Public Portion

Kari Robinson introduced Emanuel Giles, gold medal winner at the Special Olympics at state competition. Emanuel was congratulated by the Board and had his photo taken with President Sarocka. The commissioners commended Emanuel on his medal and the Special Recreation Department on their work in fostering Emanuel's development and securing his medal.

V. Progress Reports

A. Executive Director. Greg Petry submitted a written report and provided comments concerning commissioner relations. He commended the Board for its professionalism in conducting meetings and discussing differences and waiting for recognition prior to speaking. Several other park boards and municipal agencies have noted increasing

strife at public meetings during public comment sessions and that thus far the Board has been able to avoid this.

Mr. Petry reviewed the Strategic Plan and stated that updates are now being provided on the website.

President Sarocka commented on the need for having more Park District activities information available in Spanish and that the quarterly publication should contain a link in Spanish as to how to obtain the Spanish version on-line.

Teddy Anderson stated that she is working on bilingual strategies and will report back to the Board.

Commissioner Foley stated that she shares President Sarocka's concerns about the language barrier and use of park district facilities.

Commissioner Duffy asked if a recent commissioner candidate forum was conducted in English or Spanish or both. It was answered that the forum was totally in English.

Commissioner Duffy has a concern about the cost of printing material in both English and Spanish.

Commissioner Foley commended those who worked on the Gold Medal application last year and asked if there was a video as part of the presentation this year. Staff that there has been a change in format for judging the distinguished agency through narrative and statistical sections.

B. Attorney. Mr. Smith reported that later in the agenda there is a resolution to approve the donation of land on Beach Road. Mr. Smith also advised that he had reviewed the contract with Ellis and Associates for pool management and stated that this is also on the agenda for approval.

C. IAPD/Legislation Update. Mr. Petry advised that there is a bill pending that would cap the Park District's ability to raise taxes and that the IAPD is opposed to this bill. He will write the legislative representatives in opposition to this bill

D. Division Reports.

D1. Finance & Administration. Jim Glogovsky presented his written report. He stated that a final check for corporate replacement tax in the amount of \$217,000 had been received. This amount exceeded the budgeted amount for fiscal year ending April 30, 2013.

The commissioners commended Mr. Glogovsky for the Government Finance Officers Association Certificate of Achievement for Excellence in financial reporting. Mr. Glogovsky thanked the commissioners for their compliments, but stressed that this was a team/group effort and that all the employees in the Finance Department had helped to make this possible.

D2. Cultural Arts. Claudia Freeman submitted her written report and stated that she had recently attended a cultural arts seminar in Washington, D.C. Congressman Brad Schneider's office has promised to work with Claudia on cultural arts funding. Ms. Freeman

also stated that she had the opportunity to meet Congressman Danny Davis of Chicago and when Congressman Davis was advised that Claudia was there representing the Waukegan Park District, he paid special attention and noted to all that were present that the Waukegan Park District is one of the leaders in Illinois in providing recreational activities for their community. Ms. Freeman reviewed the cultural arts activities and the play that is being presented the weekend of April 12-13 and the Spring concert.

Commissioner Foley made note of the museum newsletter and stated that she found it most informative.

D3. Parks. Michael Trigg presented his written report and reviewed the June is Parks Month activity calendar. Mr. Trigg also passed out notices for Arbor Day to be celebrated April 26, 2013 at Bevier Park.

Motion by Commissioner Foley, seconded by Commissioner Duffy, to seat Commissioner Kilkelly at 4:10 p.m. Motion carried unanimously.

President Sarocka inquired when the bathrooms in the parks will be open.

Mr. Trigg advised that the scheduled opening date is April 19, 2013.

Commissioner Duffy inquired about the roof leaks at the Hinkston Field House.

Mr. Trigg advised that he is meeting with contractors in an effort to rectify the problem.

D4. Superintendent of Recreation. Alicia Mentell submitted her written report and stated that May 3 is the date set for the arts festival. Ms. Mentell also reported that membership at the Field House is at an all-time high at 2,156, but advised to expect a decline in the membership during the summer as people look to exercise outdoors and not make use of health club memberships.

Ms. Mentell advised that there is a farewell reception for Scott Nadeau on April 26.

She pointed out that currently Recreation is somewhat short-staffed with valuable staff having secured positions in other park districts, but she is interviewing candidates to replace those who have left.

Commissioner Duffy raised a question about parking permits at the Field House and asked if the 20 parking spaces was too high.

Commissioner Foley expressed her opinion that she sees no problem with how the staff is administering member parking .

Ms. Mentell pointed out that the reserved parking is only used when there is a tournament held on a weekend and that members need to have some amount of reserved parking.

Commissioner Kilkelly asked how the reserved parking is administered.

Mr. Lerner explained that members of the Fieldhouse are required to secure a hang-on tag, much like a handicapped parking tag, that can be hung from the rear view mirror, and there are 20 spaces on the north side of the parking lot with orange cones that is designated as reserved parking for Field House members and violators will be towed.

President Sarocka noted that when there is a tournament at the Field House, parking is at a premium.

Commissioner Duffy stated that he did not want to see the number of reserved parking spots for Fieldhouse members exceed 20.

Ms. Mentell reviewed the American Independence Festivities' report.

Commissioner Duffy stated his preference for allocating the limited resources available for the parade to festival activities in Bowen Park rather than on the parade itself.

The commissioners discussed which commissioners will attend the American Independence Festivities committee meetings.

The Polar Bear Plunge report was reviewed. Staff reported a decrease in the number of people participating in the event and sponsorships.

VI. Review, Discuss, Decide

A. Authorization to Accept Bids/Quotes

▪ Parks Department

➤ Contractual Mowing Services. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve a two year contract with Ski's Landscaping of Waukegan, in the annual amount of \$15,300 for contractual mowing services for Arbor Park, Country Lane Park, Diversity Park, Rudd Farm Park, and Serenity Park. Roll call to the motion:**

➤ Howard Ganster Pool Painting. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve the low bid of Stried Painting, Inc., of Grayslake, in the amount of \$12,750 for painting the Howard Ganster pool. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

➤ Architectural Services for Reroofing Projects. **Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to approve a contract with Legat Architects for the Jack Benny Center and the Haines Cottage Reroofing project in the amount of \$15,000.**

Discussion on the motion: President Sarocka asked as to the scope of the work. Following discussion, **Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

B. Interfund Transfers.

Fund

From

To

Special Recreation (08-13-72-521-1400)	18,000.00	
Recreation (02-11-11-441-0200)		18,000.00
<u>Purpose:</u> Semi-annual budgeted rental transfer for Douglas House		

<u>Fund</u>	<u>From</u>	<u>To</u>
Working Cash (11-11-11-583-9999)	875.20	
Corporate (01-11-11-473-9999)		875.20
<u>Purpose:</u> Annual budgeted interest transfer		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#24 Wilson)(16-11-11-583-9999)	3,000.00	
Recreation (02-24-86-473-9999)		3,000.00
<u>Purpose:</u> Offset Bowen Park Theater Company program costs		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#29 Symphony)(16-11-11-583-9999)	3,200.00	
Recreation (02-91-11-473-9999)		3,200.00
<u>Purpose:</u> Offset WSOCC program costs		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (48 Favero)(16-11-11-583-9999)	4,800.00	
Recreation (02-91-11-473-9999)		4,800.00
<u>Purpose:</u> Offset program costs for Do It Yourself Messiah		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#2 JBC School)(16-11-11-583-9999)	1,423.00	
Recreation (02-24-11-473-9999)		1,423.00
<u>Purpose:</u> To fund Cultural Arts Scholarships		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#46 Reynolds)(16-11-11-583-9999)	150.00	
Recreation (02-24-11-473-9999)		150.00
<u>Purpose:</u> Offset children's ticket costs for WSOCC		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#28 Hughs)(16-11-11-583-9999)	400.00	
Recreation (02-24-11-473-9999)		400.00
<u>Purpose:</u> To fund art, theater, and music scholarships for Cultural Arts programs		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#37 Schornick)(16-11-11-583-9999)	200.00	
Recreation (02-24-11-473-9999)		200.00
<u>Purpose:</u> To fund art, theater, and music scholarships for Cultural Arts programs		

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#49 Maxwell)(16-11-11-583-9999)	200.00	
Recreation (02-24-11-473-9999)		200.00

Purpose: To fund art, theater, and music scholarships for Cultural Arts programs

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec.Spns)(16-11-11-583-9999)	2,000.00	
Recreation (02-13-13-473-9999)		2,000.00

Purpose: To cover sponsorships for Live Green Family Festival

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#51 Rec.Spns)(16-11-11-583-9999)	1,250.00	
Recreation (02-46-72-473-9999)		1,250.00

Purpose: To cover purchase of basketball court side chairs

<u>Fund</u>	<u>From</u>	<u>To</u>
Recreation (02-13-13-583-9999)	2,673.00	
Memorial/Endow (#42 Spec Rec)(16-11-11-473-9999)		2,673.00

Purpose: Transfer of net proceeds from Polar Bear Plunge

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#42 Spec Rec)(16-11-11-583-9999)	700.00	
Special Recreation (08-16-00-473-9999)		700.00

Purpose: To cover sponsorships for Health Mind/Healthy Bodies program

<u>Fund</u>	<u>From</u>	<u>To</u>
Memorial/Endow (#42 Spec Rec)(16-11-11-583-9999)	1,187.00	
Special Recreation (08-48-24-473-9999)		1,187.00

Purpose: To cover scholarships for Special Recreation summer camp program

Motion by Commissioner Kilkelly, seconded by Commissioner Foley, to approve the interfund transfers as presented. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.

C. Policy Amendments.

Policy #4.21 - Employee Privileges for Activities/Programs and Facilities/Commissioner Privileges for Activities/Programs and Facilities. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve amendments to Section 4.21 of the Personnel Policy regarding usage of facilities by commissioners and park district employees. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

D. Refinancing of General Obligation (Alternate Revenue Source) Bonds Series 2005. Dave Phillips of Speer Financial provided information regarding the refinancing of the 2005 Alternate Series B bonds. Mr. Phillips advised that there is an opportunity for savings because of the historically low interest rates and stated that by reissuing these bonds and

paying off the 2005 bonds, the Park District could realize a savings of \$250,000. **Motion by Commissioner Duffy, seconded by Commissioner Foley, to authorize the refunding of the 2005 Alternate Series B bonds. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

E. Resolutions

Resolution #2013-05 - Resolution of the Waukegan Park District to Accept a Donation of Beach Road Properties. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve Resolution 2013-05 authorizing the Park District to accept the donation of properties on Beach Road. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

F. Agreements

Ellis and Associates Agreement. **Motion by Commissioner Foley, seconded by Commissioner Duffy, to approve the agreement between the Waukegan Park District and Jeff Ellis Management, LLC for pool management services. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.**

VII. Closed Session.

Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to enter into closed session to discuss personnel pursuant to 5 ILCS 120/2(C)(1) and 5 ILCS 120/2(C)(5) to discuss land acquisition. Motion carried unanimously. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously. Regular session adjourned at 5:15 p.m.

Following closed session, regular session resumed at 5:35 p.m.

Motion by Commissioner Duffy, seconded by Commissioner Foley, to approve an expenditure not to exceed \$10,000 for the acquisition of the Skalisius property located at the northern edge of Bowen Park in cooperation with the Illinois Audubon Society. Roll call to the motion: Ayes: Duffy, Foley, Kilkelly, Sarocka. Nays: None. Absent: Motley. Motion carried unanimously.

VIII. Commissioner Questions.

Commissioner Kilkelly congratulated President Sarocka on his re-election. She also requested an explanation about the charges contained in the bills that were paid for Waukegan police services.

Mr. Petry explained the problems with the City of Waukegan in getting timely reports concerning the cost of police services and that is why the charges were so high on this bill run. He is hopeful that this problem will be resolved going forward.

Commissioner Foley stated that she liked the program calendar for the June is Parks Month and would like to similar monthly calendar of fitness classes.

Commissioner Duffy stated that he wished that the weather would improve so that golf and outdoor activities, including girls' softball, could be played and the Park District could meet its revenue projections for the golf courses.

Commissioner Duffy also commented on the various pending gaming bills which could bring casino revenue to Lake County and to the Park District.

President Sarocka commented on the election results and stated that with Commissioner Motley being elected mayor of Waukegan that he could only hope that there will be even a larger measure of cooperation between the Park District and the City.

IX. Adjournment.

**Motion by Commissioner Foley, seconded by Commissioner Kilkelly, to adjourn.
Motion carried unanimously. Meeting adjourned at 5:50 p.m.**

Respectfully submitted,

Charles W. Smith
Board Secretary